

## RECORDS TO BE MAINTAINED BY THE FACILITY – GROUP HOMES

THE FOLLOWING INFORMATION, which is required under specific sections of Title 22, California Administrative Code, MUST BE KEPT IN THE FACILITY, COMPLETE AND CURRENT AND READILY AVAILABLE FOR REVIEW.

### I. Child's Records

- A. LIC 603 Preplacement Appraisal Information
- B. LIC 625 Appraisal/Needs and Services Plan
- C. LIC 602 Physician's Report
- D. LIC 601 Identification and Emergency Information
- E. LIC 605A Release of Client/Resident Medical Information.
- F. LIC 604 Current Admission Agreement with authorized signatures.
- G. LIC 613B Personal Rights
- H. LIC 405 Record of Client's/Resident's Safeguarded Cash Resources
- I. LIC 621 Client/Resident Personal Property and Valuables
- J. LIC 627B Consent for Emergency Medical Treatment
- K. LIC 624 Unusual Incident/Injury Report
- L. LIC 624A Death Report
- M. LIC 622 Centrally Stored Medication and Destruction Record
- N. Evidence that child's progress reports are given to Authorized Representative.
- O. Copy of removal and/or discharge procedures (developed by social work staff) which has been signed by child and authorized representative.
- P. Educational records if available, describing child's present academic level, including grade or performance level, and any previous school related problems.
- Q. Written procedures for levying of fines. Record of all levied fines.
- R. Child's court status, if applicable, including copy of any custody orders and agreements with parent(s) or person(s) having legal custody.
- S. Signed copy of facility discipline policies and procedures.
- T. Written notice of an out-of-county placement for each 602 ward placed outside his/her county of residence. The notice shall be written by the probation officer placing the 602 ward and sent to the probation officer of the county where the child will be placed in the group home.

### II. Personnel Records

- A. LIC 198A Child Abuse Central Index Check
- B. LIC 503 Health Screening Report
- C. TB clearance and "good health" statement from volunteers.
- D. LIC 501 Personnel Record
- E. LIC 508 Criminal Record Statement
- F. LIC 9052 Notice of Employee Rights
- G. Written plan for the orientation, continuing education, on the job training and development, supervision and evaluation of all child care staff.
- H. Verification of the required education, experience, training and/or certificate/license for the Administrator, child care staff, social work staff and facility consultants.
- I. Record of employee work performance evaluations. Copies of correspondence with the employee.
- J. Verification that each staff person received a copy of complaints, discipline and removal/discharge procedures.
- K. Verification of first aid training for staff providing direct care and supervision.
- L. Appropriate driver's license for each staff member transporting children.
- M. Valid water safety certificate for any adult given water activity staffing responsibility.
- N. LIC 9108 Statement Acknowledging Requirement to Report Suspected Child Abuse.
- O. LIC 9163 Request For Livescan Service

### III. Administration Records

- A. Posted Facility License (LIC 203A).
- B. A current written, definitive Plan of Operation, including a copy of the Group Home Program Statement (LIC 9106).
- C. Complete job description on all facility positions and description of all staff assignments, including information regarding lines of authority and staff responsibilities.
- D. Roster of Facility Clients/Residents (LIC 9020)
- E. Evidence of at least monthly consultation from psychiatrist, clinical psychologist or licensed clinical social worker for facilities admitting mentally disordered children regarding program of services.
- F. Evidence of at least monthly consultation from a qualified mental retardation professional for facilities serving developmentally disabled children regarding program of services.
- G. Reports, which are signed by a consultant identifying special needs of mentally disordered or developmentally disabled children showing types and hours of services provided.
- H. Dated employee time schedule which is developed at least monthly and is conveniently displayed.
- I. Documentation of actual hours worked for personnel.
- J. Disaster Plan including evidence that drills were conducted every six months. This record shall be maintained for a year - Emergency Disaster Plan (LIC 610C).
- K. Financial records including income and expenditures.
- L. Posted emergency phone numbers and addresses.
- M. Written menus which are posted weekly in an area accessible to staff and children. Copies of menus are retained for most recent 30-day period.
- N. A written plan for indoor and outdoor activities (i.e., physical, social, educational, religious, community, etc.).
- O. Documentation for Facility Waiver(s)- (LIC 956).
- P. Documentation for Exception(s) and Exemption(s) (LIC 971).
- Q. Written facility discipline policies and procedures. The licensing agency's written approval of alternative forms of discipline.
- R. Documentation that appropriate persons and agencies have been provided with the current telephone number of the facility manager(s).
- S. Facilities with a capacity of 13 or more children must post a schedule of planned activities. Copies of the schedules must be maintained in the facility file for at least six months.
- T. Surety Bond, if appropriate.(LIC 402)
- U. Board of Directors Statement (LIC 9165) contained within PUB 326. Facts You Need To Know Group Home Board of Directors
- V. Designation of Facility Responsibility (LIC 308)
- W. Administrative Organization (LIC 309)
- X. Affidavit Re: Client/Resident Cash Resources (LIC 400)
- Y. Personnel Report (LIC 500)
- Z. Live Scan Instructions for State Licensed Facilities (LIC 9194)

(PLEASE KEEP THIS NOTICE IN YOUR OFFICE FOR REFERENCE)

## GROUP HOMES - FORM NUMBER AND TITLE

Licensing Forms in English or Spanish may be accessed at <http://www.cclld.ca.gov>  
(\*Available in Spanish)

LIC 198A*	Child Abuse Central Index Check
LIC 308*	Designation of Facility Responsibility
LIC 309*	Administrative Organization
LIC 400*	Affidavit Re: Client/Resident Cash Resources
LIC 402*	Surety Bond
LIC 405*	Record of Client/Resident Safeguarded Cash Resource
LIC 500*	Personnel Report
LIC 501*	Personnel Record
LIC 503*	Health Screen Report - Facility Personnel
LIC 508*	Criminal Record Statement
LIC 601*	Identification and Emergency Information
LIC 602	Physician's Report
LIC 603	Pre-placement Appraisal Information
LIC 604	Admission Agreement Guide
LIC 605A	Release of Client/Resident Medical Information
LIC 610C*	Emergency Disaster Plan
LIC 613B*	Personal Rights
LIC 621*	Client/Resident Personal Property and Valuables
LIC 622*	Centrally Stored Medication and Destruction Record
LIC 624*	Unusual Incident/Injury Report
LIC 624A	Death Report
LIC 625 *	Appraisal Needs and Services Plan
LIC 627B*	Consent For Emergency Medical Treatment
LIC 956	Facility Waiver Request
LIC 971	Exception/Exemption Request
LIC 9020	Register of Facility Client/Residents
LIC 9052*	Notice of Employee Rights
LIC 9106	Group Home Program Statement
LIC 9108*	Statement Reporting Suspected Child Abuse
LIC 9163*	Request For Live Scan Service
LIC 9165	Board of Directors Statement (Inside PUB 326)
LIC 9194*	Live Scan Instructions For State Licensed Facilities
PUB 326	Group Home Board of Directors Booklet